FEMA-4563-DR

SUMMARY

STATE: Alabama

INCIDENT: Hurricane Sally

INCIDENT PERIOD: September 14-19, 2020

DECLARED DATE: September 20, 2020

DESIGNATIONS AND TYPES OF ASSISTANCE:

PUBLIC ASSISTANCE - Assistance for emergency work and the repair or replacement of disaster-damaged facilities for:

Baldwin, Barbour, Butler, Clark, Coffee, Conecuh, Covington, Crenshaw, Escambia, Geneva, Houston, Mobile, and Pike

- Small Project is $3,300-Above
- Large Project Threshold is $131,100

- Important Timelines
  - RPA Submission - **30 days** from date of declaration (November 13, 2020)
  - RPA submitted via https://grantee.fema.gov/
  - Damage Inventory - **60 days** from Recovery Scoping Meeting

HAZARD MITIGATION GRANT PROGRAM - Assistance for actions taken to prevent or reduce long term risk to life and property from natural hazards:

All areas in the State of Alabama are eligible for assistance under the Hazard Mitigation Grant Program

PUBLIC ASSISTANCE APPLICATION PROCESS

OPERATIONAL PLANNING

APPLICANT BRIEFING

- Briefing is scheduled and conducted by the State and Tribal governments
- Apply for Public Assistance
- Learn about the program

FEMA Program Delivery Manager
The single point-of-contact assigned to provide customer service to Applicants throughout the Public Assistance process

WITHIN 7 DAYS

EXPLORATORY CALL

- Introduction to your Program Delivery Manager
- Get an initial sense of needs and damage
- Identify who needs to be at Recovery Scoping Meeting

WITHIN 21 DAYS

RECOVERY SCOPING MEETING

- In-depth meeting to review damages
- Gather documentation
- Develop list of projects
- Talk through your priorities

SITE INSPECTION(S) if necessary

WITHIN 60 DAYS

INTAKE DAMAGE & ELIGIBLITY ANALYSIS

- Disaster-related damages captured and documented

SCOPING & COSTING

- Based on site visits and documentation
- To be reviewed for eligibility

FINAL REVIEW & SIGN-OFF

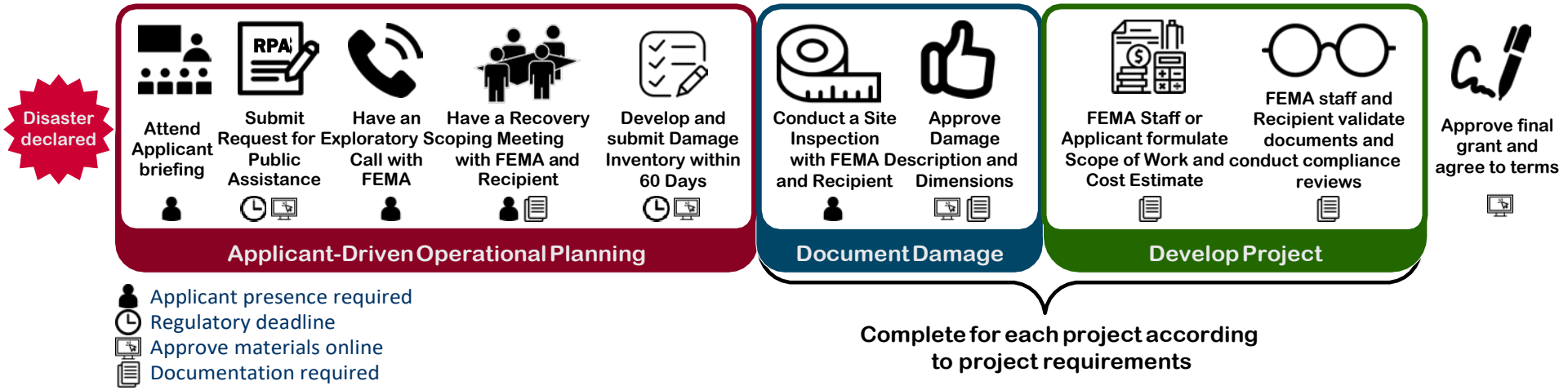
- Quality assurance reviews for accuracy
- Project acceptance by Applicant

RECEIVE FUNDING

FEMA

The Public Assistance Award Process Explained

The Public Assistance Program provides federal grant assistance to help communities quickly respond to and recover from major disasters or emergencies declared by the President. An **Applicant** is a non-Federal entity (a local, State, Tribal, or Territorial government or eligible private non-profit) submitting an application for assistance under a Federal award given to a **Recipient** (a State, Tribe, or Territory for whom a disaster declaration was made). This document provides an overview of the grant delivery process.



Applicant Briefing: Recipient-led meeting after a disaster declaration to discuss grant deadlines and requirements with potential Applicants.

Request for Public Assistance: Official mechanism by which a potential Applicant requests and is approved to receive Public Assistance funding from FEMA through the Recipient. Applicants submit requests through the online Grants Portal system within 30 days of the disaster declaration. The Request for Public Assistance will be reviewed by the Recipient and FEMA staff, who then assign a **Program Delivery Manager**, a programmatic advisor who serves as an Applicant's customer service agent and manages project processing.

Exploratory Call: Brief introductory phone call that the Program Delivery Manager will set up to introduce the program and discuss, at a high level, the nature and extent of the damage the Applicant has sustained. The Program Delivery Manager should initiate the call within 7 days of an Applicant's assignment to a Program Delivery Manager.

Recovery Scoping Meeting: First substantive meeting of the grant delivery process that should be conducted within 21 days after Applicant assignment to Program Delivery Manager. An Applicant's specific situation will be discussed in detail, including incident-related damage, emergency activities performed, related costs, and their plan for overall recovery.

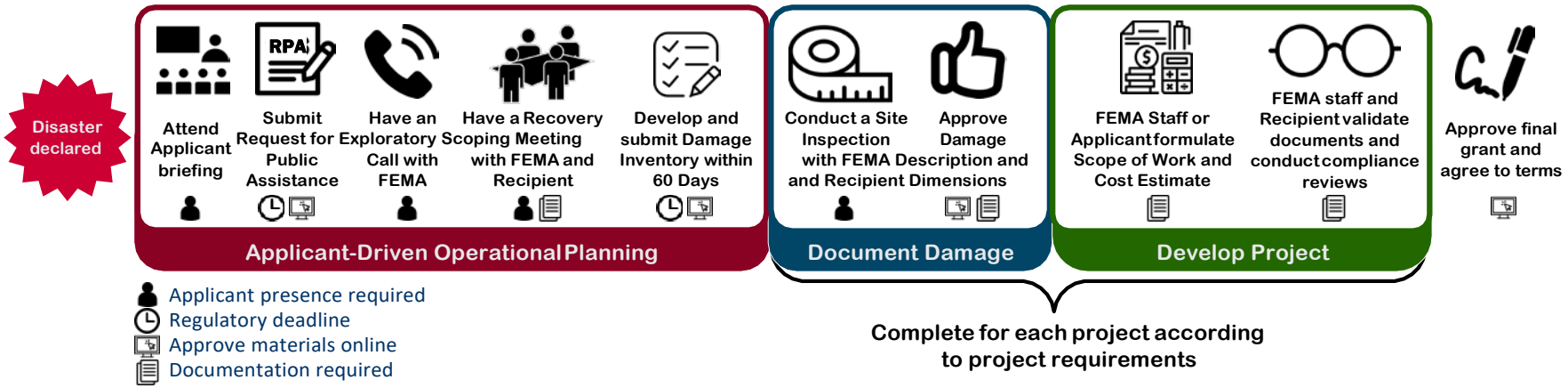
Damage Inventory: List of all emergency work performed and facilities, roads, and other infrastructure damaged by the disaster. This is the basis of Public Assistance projects. An Applicant must work with the Program Delivery Manager to identify and report all disaster-related damage and emergency work activities to FEMA within 60 days of the Recovery Scoping Meeting.

Site Inspection: Visit by FEMA staff to evaluate damaged infrastructure and collect information about the nature and dimensions of damage. Most damaged sites will require a physical inspection, which involves a FEMA site inspector and the Applicant (or Applicant's point of contact).

Damage Description and Dimensions: Description of information obtained from the site inspection. This is the foundational element of a FEMA subgrant document (called a Project Worksheet). Applicants must approve the Damage Description and Dimensions through Grants Portal.

Scopes of Work and Cost Estimates: Portions of the Project Worksheet that describe the work to be done and amount it will cost. Scopes of work and cost estimates are based on the Damage Description and Dimensions and may include efforts to reduce future damage. They can be developed by FEMA or Applicant staff.

Compliance Reviews: Validation by FEMA staff of documentation and information submitted by an Applicant to ensure compliance with Federal regulations regarding insurance, contracts, permits, and environmental and historical preservation. Additional information may be requested. Once all reviews are complete, an Applicant agrees to the funding terms, signs off on the grant and monitors project progress through closeout. Audits and appeals processes exist to review environmental and historic preservation, contract, and insurance matters.



The *Quick Guide* series is a set of documents that explain the roles and responsibilities of Recipients and Applicants in key steps in FEMA's Public Assistance Program delivery process. The Public Assistance Program provides Federal grant funding to help communities quickly respond to and recover from major disasters or emergencies declared by the President. Read more about Public Assistance Program delivery in other Quick Guides, the Public Assistance Program and Policy Guide, and resources available on Grants Portal.

Public Assistance Delivery Model Overview for Applicants

This Quick Guide explains **updates to the process FEMA uses to deliver the Public Assistance Program.** The Public Assistance Program provides federal grant assistance so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.

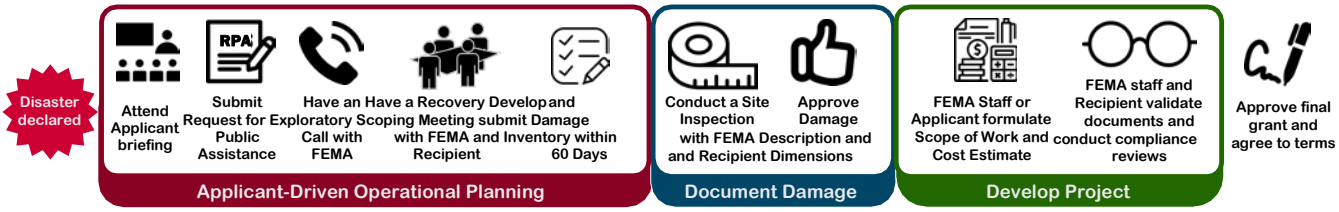
What is the Public Assistance delivery model?

The **Public Assistance program delivery model** is FEMA's process to plan, develop, and award Public Assistance grants. From 2014 to 2017, FEMA redesigned the program delivery model to address concerns about timeliness, transparency, and process complexity. The delivery model seeks to improve customer service, reduce costs, and reduce funding errors. The five goals are to: increase simplicity, increase accuracy, increase efficiency, improve timeliness and improve accessibility of the program.

Recipient
State, tribe or territory that receives and administers the Public Assistance Federal award.

Applicant
State, local, tribal, or territorial government or eligible private non-profit entity submitting a request for assistance under the Recipient's Federal award.

The Public Assistance Program Delivery Process



What changed about the delivery model?

In general, changes to the delivery model involve four themes:

- **Consolidation:** Co-locating technical resources and staff with specific expertise in locations that serve all Public Assistance operations across the country.
- **Specialization:** Simplifying roles of FEMA Public Assistance staff so the right people, with the right skills, are assigned to the right task, at the right time. Tailoring training and development to the specific roles that staff perform.
- **Standardization:** Improving reliability through technology by normalizing systems and work flows, and creating templates, checklists, and job aids for use throughout the process.
- **Segmentation:** Simplifying the steps of grant development and ensuring level of effort is based on risk, infrastructure complexity, and type of work.

Applicants have a central point of contact—a **Program Delivery Manager**—to help navigate the process. Applicants and FEMA staff use an online system called **Grants Portal** to improve transparency of grant development. In addition, FEMA is dedicated to **continuous improvement** of the Public Assistance Program delivery process and is actively monitoring progress, receiving feedback, and improving processes and tools.

What did not change?

- **Laws, regulations, policy:** FEMA uses the same requirements to determine eligibility.
- **Applicant role:** Applicants remain responsible for documenting eligibility, performing emergency work, and driving recovery to meet the community's needs.
- **Recipient role**: Recipients still manage recovery and distribute award funding to Applicants.

What is an Applicant's role in the award process?

Project
A logical grouping of disaster damage, the scope of work an Applicant will complete to address the damage, and the estimated funding.

Drive Community Recovery

Set priorities and move the recovery process forward. Applicants identify ways to best meet the community's needs and ensure progress is made towards recovery.

Request Public Assistance

Submit a Request for Public Assistance to begin the grant application process. This form, submitted through the Recipient, is the official mechanism by which a potential Applicant requests and receives approval for Public Assistance funding.

Identify and Report Damage

Identify and report damage; discuss priorities with the FEMA Program Delivery Manager. Applicants ensure all damage is accurately recorded in a Damage Inventory. They should identify immediate needs and impacts to critical facilities.

Conduct Site Inspections

Participate in a site inspection to record details of the damage. If work is not complete, a FEMA Site Inspector will visit a damage site to collect information on the nature and dimensions of damage. Applicants must verify the damage description because it is the basis of a project's scope of work and cost estimate.

Submit Documents

Upload documents and information to Grants Portal. FEMA and the Applicant use documentation to support project eligibility, write a scope of work, and develop a cost estimate. Applicants must keep track of all work activities and costs and upload documentation into Grants Portal.

Review and Concur

Review the project and agree to the terms and conditions of funding. Once project scopes and costs are developed, Applicants review and agree to funding terms and requirements and sign the project. Audits and appeals processes exist to review environmental and historic preservation, contract, and insurance matters.

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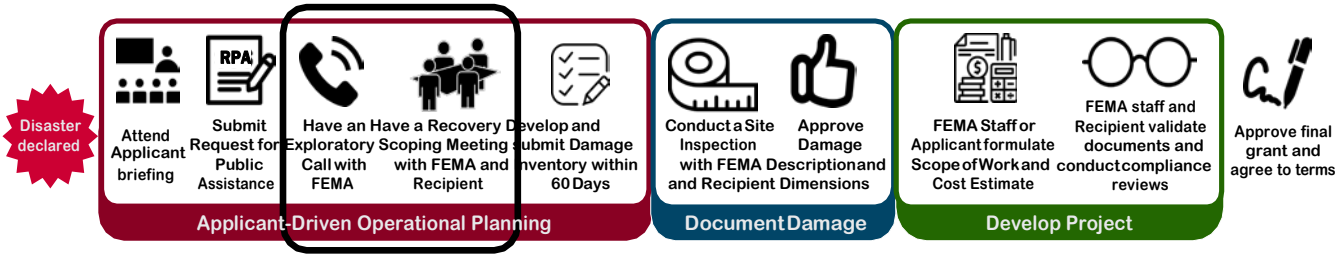
Early Coordination:
Exploratory Call and Recovery Scoping Meeting

This Quick Guide explains **why the Exploratory Call and the Recovery Scoping Meeting are important** to the success of FEMA Public Assistance grant development and the **responsibilities of an Applicant** in this early coordination.

The Public Assistance Program Delivery Process



What is an Exploratory Call?

An Exploratory Call is **an introductory discussion between an Applicant and FEMA staff** to discuss disaster-related damages and learn what is required to develop a Public Assistance grant. After a Request for Public Assistance has been approved, Applicants are assigned a Program Delivery Manager, who will be their central FEMA point of contact to help navigate the grant process. The Program Delivery Manager will conduct an Exploratory Call, which should occur within 7 days of assignment. During the call, an Applicant will:

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Applicant
State, local, tribal, or territorial government or eligible private non-profit entity submitting a request for assistance under the Recipient's Federal award.

- Connect with the Program Delivery Manager
- Learn about Public Assistance grants and how they are developed
- Describe incident-related damage and barriers to recovery, including impacts to critical infrastructure and funding needs
- Learn how to report damage claims
- Identify key personnel to include in future meetings
- Learn about key documentation that must be submitted in support of damage claims
- Discuss and schedule the Recovery Scoping Meeting.

The Program Delivery Manager uses the Exploratory Call to tailor the agenda of the Recovery Scoping Meeting. It also allows an Applicant to prepare for and coordinate participation in the Recovery Scoping Meeting.

What is a Recovery Scoping Meeting?

A Recovery Scoping Meeting is a **detailed and in-depth working session** between an Applicant and FEMA staff to discuss the impacts of the incident and develop the strategy for Public Assistance grant development. The discussion during the Recovery Scoping Meeting establishes an Applicant's priorities and sets the tempo for the Public Assistance delivery process. The Recovery Scoping Meeting occurs within 21 days of Applicant assignment to a Program Delivery Manager.

The Recovery Scoping Meeting starts the 60-day regulatory timeframe during which an Applicant must identify and report damage.

Topics in Recovery Scoping Meeting

- Applicant's recovery plans and priorities
- Details of incident-related damage
- Work that has already been done
- Logically grouping damages into projects
- Documentation and information needs
- Schedule and dates for site inspections
- Potential hazard mitigation opportunities
- Insurance, environmental and historic preservation compliance requirements

How should an Applicant prepare for a Recovery Scoping Meeting?

An Applicant should be ready to actively participate in this working session and invite all relevant staff with knowledge of disaster-related damages and community needs, to ensure the Applicant and FEMA can develop an appropriate strategy for recovery. To prepare for the Recovery Scoping Meeting, an Applicant should consider the steps below.

- ☐ Continue to **identify and report disaster-related damages** in the Damage Inventory in Grants Portal. Applicant may develop a draft damage inventory to discuss with the Program Delivery Manager prior to uploading into Grants Portal.
- ☐ Identify **desired recovery outcomes** for disaster-related damage. Consider:
  - How do you want to fix your damaged facilities and/or infrastructure?
  - Do you have long-term community development plans?
  - Do you need help in determining your long-term plan?
- ☐ **Prioritize disaster-related damages**. Consider:
  - Which facilities or infrastructure should be addressed first?
  - Do you have any funding needs?
- ☐ Identify and **invite the staff** with in-depth knowledge of disaster-related damages, such as public utilities managers, transportation department staff, or bookkeeping staff who can gather supporting documentation for disaster claims.
- ☐ Identify **representatives with knowledge** of damaged facilities or infrastructure **who will participate in site inspections**.
- ☐ Begin to **gather supporting documentation**, including pay/personnel policy, procurement Policy, relevant insurance policies, and contracts.
- ☐ **Review schedule** and identify times for regular follow-up meetings with FEMA.

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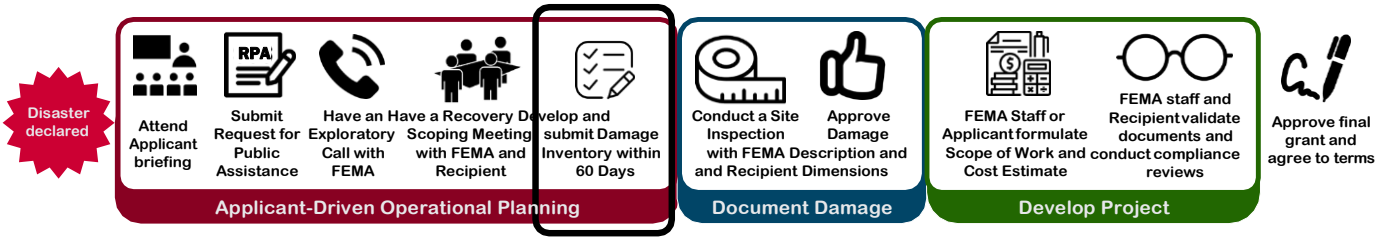
Developing a Damage Inventory

This Quick Guide explains how **Applicants identify and report disaster-related damage** and why a **Damage Inventory** is important to the success of FEMA Public Assistance grant development.

What is a Damage Inventory?

A **Damage Inventory** is a detailed list of debris removal, emergency work activities, and damaged facilities for which an Applicant is seeking Public Assistance reimbursement. Federal regulations require that all debris removal, emergency work activity, and disaster-related damage must be identified and reported within 60 days of the Recovery Scoping Meeting to be reimbursed.

The Public Assistance Program Delivery Process



Why is a Damage Inventory important?

A Damage Inventory is the basis for Public Assistance grants. A FEMA Program Delivery Manager uses the Damage Inventory to logically group damage line items into Public Assistance projects, schedule site inspections for incomplete work, and determine what supporting documents an Applicant will need to provide. FEMA cannot continue the grant development process until items have been entered in the Damage Inventory.

An Applicant has up to 60 days after the Recovery Scoping Meeting to identify and report disaster-related damage and emergency work activities. A Program Delivery Manager will work with an Applicant throughout the 60-day period to draft, develop, and finalize their Damage Inventory.

Applicant
State, local, tribal, or territorial government or eligible private non-profit entity submitting a request for assistance under the Recipient's Federal award.

Project
A logical grouping of disaster damage, the scope of work an Applicant will complete to address the damage, and the estimated funding.

How does an Applicant create a Damage Inventory?

Applicants begin recording damage in the Damage Inventory template, an Excel spreadsheet that can be downloaded from Grants Portal or provided by the Program Delivery Manager. Applicants are encouraged to start documenting items in the spreadsheet as soon as possible, even if damage is still being identified. Applicants bring a draft Damage Inventory to the Recovery Scoping Meeting to discuss and develop it with their Program Delivery Manager. Once finalized, within 60 days of the Recovery Scoping Meeting, the Damage Inventory must be uploaded to Grants Portal.

Grants Portal will prompt an Applicant to sign the Damage Inventory at day 61 after the Recovery Scoping Meeting. Any changes after 60 days need to be approved by FEMA field leadership.

What information should be included in a Damage Inventory?

Each line item in a Damage Inventory should contain the following information:

Name of the Damage:

A clear and distinctive title, indicating the type of facility and uniquely identifying it (e*xample: "Mills Road" rather than "Damaged Road" and "Smith Creek Culvert" rather than "Culvert").*

Location:

Address, City, State, ZIP code and latitude/ longitude coordinates for the facility.

Description of Damage in Line Item:

A summary of the damage and/or work performed, including:

- Type of facility
- Damaged component(s) of the facility and what caused the damage
- Extent of damage to the facility (*example: if affected by flooding, include the length of time the facility was underwate*r)
- Work completed (*example: temporary repairs, items removed from facility*).

Example: 10,000 square foot, 2 story brick building. HVAC in basement was impacted by floodwaters. Up to 4 feet of floodwater throughout the facility. Building remained flooded for 2 days. Flooring, carpet, and drywall were removed to prevent molding.

Primary Cause of Damage:

Type of event that caused the damage (e.g. hurricane, flood, severe storm, tornado).

Approximate Cost:

Estimate of how much the anticipated work or repairs will cost. Unless work is complete, this may be a rough estimate.

Category of Work:

The category of work that has been or will be completed. FEMA regulations define seven categories of eligible work:
Category A – Debris removal
Category B – Emergency protective measures
Category C – Roads and bridges
Category D – Water control facilities
Category E – Buildings and equipment
Category F – Utilities
Category G – Parks, recreational, other facilities.

Type of Labor:

How will repairs be completed: by a contractor, by an Applicant's own employees (also called Force Account labor), through a Mutual Aid Agreement, or using Donated Resources?

Additional information includes:

- Whether an Applicant has received Public Assistance funding to restore the facility in the past
- Estimated percentage of work that has been completed already
- Level of priority the Applicant assigns to restoring the facility.

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Damage Inventory

Disaster Number:		**Program Delivery Manager (PDMG) Name:**	
Applicant Name:		**Program Delivery Manager (PDMG) Phone:**	
Applicant FIPS:		**Program Delivery Manager (PDMG) Email:**	
Applicant Point of Contact Name:			
Applicant Point of Contact Phone:			
Applicant Point of Contact Email:			

Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Applicant priority

Labor Key: **MAA** - Mutual Aid Agreement; **MOU** - Memorandum of Understanding; **FA** - Force Account; **C** - Contract; **FA/C** - Both FA and C; **DR** - Donated Resources

FEMA Public Assistance Categories of Work

Only states, local governments, federally recognized Indian Tribes, public utilities, and certain non-profit organizations are eligible for Public Assistance. For more information, visit: *https://www.fema.gov/public-assistance-policy-and-guidance*

	Category	Purpose	Eligible Activities
Emergency Work	A: Debris Removal	Work to clear public roads, including the right-of-way, public improved property and damaged materials placed on roadside for pick up	• Debris removal from roads to allow the safe passage of emergency vehicles • Debris removal from public property to eliminate health and safety hazards ***Include overtime labor, equipment, materials and contract costs*** ***If choosing Alternative Procedures for Debris, regular time may be included also***
	B: Emergency Protective Measures	Actions taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	• Emergency Operations Center activation • Warning devices (barricades, signs, and announcements) • Search and rescue • Security forces (police and guards) • Construction of temporary levees • Sandbagging • Bracing/shoring damaged structures • Mass Sheltering costs (when conducted by eligible applicant) • Emergency repairs (temporary repairs) • Removal of health and safety hazards • Provision of food, water and ice for distribution ***Include overtime labor, equipment, materials & contract costs***
Permanent Work	C: Roads & Bridges	Repair of roads, bridges, & associated features, such as shoulders, ditches, culverts, lighting & signs to pre-disaster design & function	• Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails. ***Category C: include regular & overtime labor, equipment, materials & contract costs*** ***If under FHWA authority, is not eligible under FEMA PA & may not be included in threshold*** ***Possible opportunity to mitigate for repetitively damaged facilities***
	D: Water Control Facilities	Repair of drainage channels and pumping facilities	• Channel alignment •Recreation • Navigation •Land reclamation • Fish and wildlife habitat •Irrigation • Interior drainage •Flood control • Erosion prevention ***If under USACE or NRCS authority, is not eligible under FEMA PA & may not be included in threshold*** ***Category D: include regular & overtime labor, equipment, materials & contract costs***
	E: Buildings & Equipment	Repair or replacement of buildings, including their contents and systems, heavy equipment and vehicles	• Buildings, including contents such as furnishings & interior systems such as electrical work • Replacement of pre-disaster quantities of consumable supplies & inventory Replacement of library books and publications • Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning & painting necessary to restore the building • All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event ***If a facility is insured, note deductible amount when submitting PDA*** ***Category E: include regular & overtime labor, equipment, materials & contract costs***
	F: Utilities	Repair of water treatment & delivery systems, power distribution lines, sewage collection & treatment facilities & communications facilities	• Restoration of damaged utilities • Temporary as well as permanent repair costs can be reimbursed ***Category E: include regular & overtime labor, equipment, materials & contract costs***
	G: Parks, Recreational Facilities, & Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, mass transit, beaches & other work that cannot be categorized in Categories A through F	• Roads, buildings, & utilities within those areas & other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks & ramps, piers, & golf courses • Grass & sod are eligible only when necessary to stabilize slopes & minimize sediment runoff • Repairs to maintained public beaches may be eligible in limited circumstances ***Category G: include regular & overtime labor, equipment, materials & contract costs***

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ENVIRONMENTAL CONSIDERATIONS
GREENSHEET EM-4563-AL
HURRICANE SALLY

Waterways, Including Culverts and Bridges

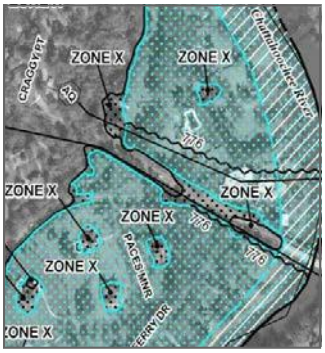
Permits may be required from the U.S. Army Corps of Engineers (USACE) and the Alabama Department of Environmental Management (ADEM).

Projects that may require permits include:

- Work proposed in a waterway, including tributaries, wetlands, small streams, creeks and lakes.
- Removal of debris from waterways.

Actions that may require permits include, but not limited to:

- Construction and demolition.
- Dredging or filling any part of surface water.
- Repairing or replacing a bridge, culvert or dam.



Floodplains and Wetlands

Obtaining permits prior to construction is the responsibility of the project Applicant.

- Any modifications or construction in a floodplain or wetland must be reviewed by FEMA and may require a public notice.
- Debris must not be stored in a floodplain or wetland, even temporarily.
- Debris removal from a wetland must be coordinated with USACE, U.S. Fish and Wildlife Service (USFWS), and ADEM **BEFORE** work begins.
- For information on floodplain permitting, contact your local National Flood Insurance Program Coordinator.

Threatened and Endangered Species

The Applicant and FEMA may be required to complete consultation with the USFWS and the Alabama Department of Conservation and Natural Resources (ALDCNR) for projects that have the potential to affect:

- Critical habitat, which may be located in or near water, forested areas, fields, or along road edges.
- Endangered or threatened species within a county (www.fws.gov/daphne/es/specieslst.html and www.outdooralabama.com/endangered-and-threatened-species).

Historic and Archaeological Resources

FEMA may be required to complete consultation with the State Historic Preservation Office and Tribes prior to starting work on certain projects including, but not limited to:

- Repair or demolition of buildings or structures (including bridges) 45 years old or older.
- Ground disturbing activities including projects in farmland, forests, debris staging or burn areas, underground safe room locations and other undisturbed areas, as well as undisturbed ground within built-up areas.
- Use of borrow pits.

Federal Laws

- Endangered Species Act
- National Historic Preservation Act
- Clean Water Act
- Executive Order for Floodplains (11988)
- Executive Order for Wetlands (11990)
- Clean Air Act

Project types that may require consultation:

- Work In water
- Ground disturbance, even within the road rights-of-way
- Any hazard mitigation
- Improved or alternate projects
- Changes in scope of work

FEDERAL EMERGENCY MANAGEMENT AGENCY
ENVIRONMENTAL CONSIDERATIONS GREENSHEET

Debris Disposal and Hazardous Materials

FEMA and ADEM Solid Waste Program must be informed of the final location of debris.

Staging areas may not be located within a floodplain, wetland, endangered species habit or archaeologically sensitive area.

Demolition of structures, regardless of asbestos content, must be coordinated with ADEM Land Division.

Burn sites must be approved by county officials and called into or emailed to ADEM Air Quality Program at least one day prior to burning. If emailed, ADEM's "Storm Debris Open Burning Site Form" must be used.

Types of Debris:

- trees, limbs, and gravel
- building components
- wreckage
- white goods
- hazardous waste

Debris removal includes:

- clearance
- collection
- staging
- removal
- disposal

The Applicant is responsible for coordinating with ADEM to obtain and comply with all required permits **BEFORE** burning, salvaging, or disposing of debris.

Contacts

Alabama Emergency Management Agency (AEMA)

Public Assistance Section Chief
Kelli B. Alexander
205-280-2269 or 334-850-1791
kelli.alexander@ema.alabama.gov

State Hazard Mitigation Officer
Michael Johnson
205-541-3723
michael.johnson@ema.alabama.gov

Alabama Department of Conservation and Natural Resources (ALDCNR)
http://www.outdooralabama.com

Environmental Affairs
Todd Fobian, Supervisor
334-353-7484
Todd.Fobain@dcnr.alabama.gov

Alabama Department of Transportation (ALDOT)
http://www.dot.state.al.us/
Environmental Technical Section
334-242-6143

National Flood Insurance Program (NFIP)
Contact your local county or city floodplain manager, or:

Alabama NFIP Coordinator / Floodplain Manager
Corey Garyotis
334-353-0853
corey.garyotis@adeca.alabama.gov

Alabama Historical Commission (AHC)
http://www.preserveala.org/

Review and Compliance
Amanda McBride
334-230-2692
amanda.mcbride@preserveala.org

Alabama Department of Environmental Management (ADEM)
http://www.adem.alabama.gov

Field Operations Division
Scott Hughes, Chief
334-394-4304

Disaster Debris Management
Mike Cruise, Chief
Removals and Response Branch
Environmental Services Branch
334-271-7938
mcruise@adem.alabama.gov

Air Division (asbestos/constr. debris)
Donald W. Barron,
Special Services Section,
Air Division
334-271-7879
drb@adem.alabama.gov

Water Division (Non-Coastal)
Jeff Kitchens, Chief
334-271-7823

Land Division
Stephen Cobb, Chief
334-271-7732

Permits and Services Division
Russell Kelly, Chief
334-271-7714

Federal Emergency Management Agency (FEMA)

Infrastructure Branch Director
Sheila Moore
202-716-1964
Sheila.moore@fema.dhs.gov

Environmental Planning & Historic Preservation Advisor
Kevin McKinnon
202-805-7226
kevin.mckinnon@fema.dhs.gov

U.S. Army Corps of Engineers (USACE)
Nashville District
(Tennessee River Valley Only)
http://www.lrn.usace.army.mil/

West Branch North Alabama
Tim Wilder, Chief
615-369-7502

Mobile District
http://www.sam.usace.army.mil/

North Alabama Branch
Leslie Turney, Chief
North Branch Chief
205-290-9096

Tennessee Valley Authority (TVA) http://www.tva.gov/environment/shoreline-construction
(Shoreline Construction Permits)

Regional Watershed Team Offices
plic@tva.com
800-882-5263

U.S. Fish and Wildlife Service (USFWS)
http://www.fws.gov/daphne/
251-441-5870

Alabama Emergency Management Agency
And Federal Emergency Management Agency
Debris Removal Quick Guide

The Alabama Emergency Management Agency (AEMA), Public Asistance (PA) Program, is providing this information early to **avoid jeopardizing applicants' eligibility for reimbursement** from the Federal Emergency Management Agency (FEMA) for debris removal and disposal.

Debris includes, but is not limited to, vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, and vehicle and vessel wreckage. Debris must be separated for proper handling, transport and disposal of hazardous materials and toxic waste (e.g., asbestos containing materials, lead-based paints, household chemicals).

1. **The Public Assistance Program and Policy Guide** (FP 104-009-2 / June 2020) states:
    a. **Debris Removal** may be eligible for removal activities such as clearance, removal, and disposal, if the removal is in the public interest based on whether the work:
        i. Eliminates immediate threats to lives, public health, and safety;
        ii. Eliminates immediate threats of significant damage to improved public or private property;
        iii. Ensures economic recovery of the affected community to the benefit of the community at large;
        iv. Mitigates risk to life and property by removing Substantially Damaged structures and associated structures and appurtenances as needed to convert property acquired using HMGP funds to uses compatible with open space, recreation, or wetlands management practices. Such removal must be completed within 2 years of the declaration date unless extended by the FEMA Assistance Administrator of the Recovery Directorate.

    b. FEMA may reimburse reasonable costs associated with debris removal, such as overtime labor, disposal fees, monitoring costs, equipment costs, material costs, or contract costs. Contracts must comply with Public Assistance Program and Policy Guide (FP 104-009-2 / April 2018).

2. Eligibility Requirements

a. You must be an **Eligible Applicant** as defined in the Public Assistance Program and Policy Guide (FP 104-009-2 / June 2020) and have the legal responsibility, to be reimbursed for debris removal.

b. Debris was generated by the disaster event and is located on your improved property or right-of-ways.

3. Permitting and Documentation Requirements

a. Debris volume (preferred unit of measure cubic yards).

b. Source documentation (e.g. timesheets, work logs, equipment use logs, receipts, and load tickets, monitoring logs, contracts, mutual aid agreements, GPS coordinates).

c. Final disposal location of debris must be an approved facility by the AL Department of Environmental Management (ADEM).

d. If using a **temporary staging area**:

i. Contact the Alabama Department of Environmental Management (ADEM) regional office for assistance in determining site suitability, if not using pre-determined debris staging locations.

ii. Staging areas must be approved by ADEM, contact your local district office (http://adem.alabama.gov).

iii. Debris must not be located in floodplains, wetlands, endangered species critical habitat, or in archaeologically sensitive areas. If you are not certain if the staging area meets these

criteria, please contact the FEMA Environmental Historic Preservation at the Interim Operating Facility (IOF).

iv. Debris must be staged a minimum of 100 feet from property boundaries, surface waters, wetlands, structures, wells, and septic tanks with leach fields.

v. See ADEM Guidance "Storm Debris Cleanup" memorandum, May, 14, 2018 on handling storm-generated debris for additional information.

e. If **burning debris**:

i. Only vegetative or untreated debris may be burned. See ADEM Air Quality Control Rule 335-13-1.03 for further guidance. Open burning of other construction materials is not permitted.

ii. **A burn permit may be required and must be obtained** from the **AL Forestry Commission** and authorization from the ADEM Air Division **PRIOR to initiation of burning**. For information on obtaining a burn permit, contact your local county office. See ADEM "Guidelines for Open Burning of Natural Disaster Debris" 2018.

iii. Storm debris stockpiled at a central location away from its origination, for the purpose of burning, will need a variance to rule 335-13-1.03 granted by **ADEM prior to burning** such piles.

4. Handling Debris

a. Chipping or grinding is the preferred method for disposing of storm generated vegetative debris.

b. Segregate waste types (e.g. vegetative, construction and demolition (C&D), white goods, household hazardous waste, electronic waste, animal carcasses, sand and mud, etc), if possible.

c. Disposal of animal carcasses must be compliant with Alabama department of Agriculture and ADEM rules for handling, solid waste, and air quality.

d. Demolition of structures may require an emergency project notification. Contact the ADEM Special Services Section/Air Division (334-271-7861) airmail@adem.alabama.gov and\or the ADEM Solid Waste Branch (334-274-4201) landmail@adem.alabama.gov .

e. If collecting or handling asbestos materials, hazardous waste, or prohibited waste items, contact the ADEM Waste /Remediation Division District Office (334-271-7730) landmail@adem.alabama.gov.

5. Point of Contact

To coordinate your debris removal operations or for more information, please **contact Bailee Dykes (334-271-7756) or Cala Obenauf (334-271-7824)** with the ADEM Waste Approval Section.

6. More Information Online

Public Assistance Program and Policy Guide (FP 104-009-2 / April 2018) may be found at: https://www.fema.gov/media-library/assets/documents/111781

AL Department of Environmental Management solid waste handling information is available at: http://www.adem.state.al.us/programs/land/default.cnt

AL Department of Environmental Management hazardous waste handling information is available at: http://www.adem.state.al.us/programs/land/default.cnt

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May 14, 2018

MEMORANDUM

FROM: Michael J. Cruise, Chief
Removals and Response Unit
Environmental Services Branch

SUBJECT: Storm Debris Cleanup

To facilitate the removal of debris resulting from catastrophic natural events, the following guidance is provided and shall supersede all previous guidance the Alabama Department of Environmental Management (ADEM) has provided on this subject. In addition, attached is the Department's guidance on open burning and Emergency disposal following natural disasters.

- Regulated solid waste debris resulting from catastrophic natural events should be removed from all impacted areas.
- Vegetative and wood waste, including but not limited to stumps, logs, limbs, brush, and leaves are not regulated solid waste. NOTE: vegetative and wood waste described herein which are contaminated with other special waste (as defined in ADEM Admin. Code r. 335-13-1-.03 (131)) is considered regulated solid waste and should be disposed of in a landfill permitted to accept that type waste.
- The abandonment of regulated solid waste found in storm debris constitutes establishment of an unauthorized dump, contrary to the requirements of the Alabama Solid Wastes & Recyclable Materials Management Act. Unauthorized dumps constitute a nuisance and a public health hazard, can result in additional damage to adjacent property and structures by creating impediments in surface water courses which flood, are breeding grounds for mosquitoes and other disease carrying vectors, are targets for fires set by vandals or careless acts, and encourage additional illegal disposal with their existence. Accordingly, when establishing a disposal site for vegetative waste, regulated solid waste shall be excluded. The landowner and/or person(s) responsible for the creation, contribution to, or operation of an unauthorized dump is responsible for its abatement, whether on public or private property.
- Do not place vegetative debris in wetlands or standing water.
- Avoid erosion features or low-lying areas. If not possible, ensure no impedance of water flow.
- Other agencies, such as FEMA or the U.S. Army Corps of Engineers, may have other criteria for the establishment of a vegetative debris disposal area and it is suggested that these agencies be contacted before a site is authorized by local governments.
- If burning of the vegetative debris is to take place at these sites, the burning must comply with the current ADEM "Guidelines for Open Burning of Natural Disaster Debris" (see above link for guidance on open burning).
- Vegetative debris disposal locations should be tracked by county officials, and a map showing the locations of these sites should be sent to the ADEM Environmental Services Branch – Removals and Response Unit as soon as emergency cleanup activities have decreased and time permits.

If there are questions regarding disaster debris management, please contact Mike Cruise at (334) 271-7938 or mcruise@adem.alabama.gov.

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Guidelines for Open Burning of Natural Disaster Debris

2020

1. These guidelines apply to the open burning of debris resulting from **catastrophic natural events**. If a government entity intends to conduct this type of open burning, prior approval from the ADEM Air Division is required, as outlined in paragraph 5 below.
2. Only vegetation and untreated wood may be burned. All other materials should be disposed of by burial in a permitted landfill or a site approved by the ADEM-Solid Waste Branch for disposal. NOTE: wastes described herein which are contaminated with oil or oily products should be disposed of in a lined landfill approved to accept this waste stream, or destroyed by an air curtain incinerator meeting the specific conditions described below and with the expressed written approval of the ADEM Air Division.
3. Open burning, including approval of sites, should be coordinated and supervised by county officials (public health officers, county engineers, solid waste coordinators, and emergency management officials). A municipality may conduct and supervise its own open burning, following these guidelines, after approval by a county official. If there is no governmental involvement, the open burning of vegetative debris is to be conducted in accordance with paragraph 10 below.
4. Open burning sites should be as distant as possible from occupied dwellings and businesses. Recommended minimum distance is 1000 feet. Prevailing wind direction should be considered to minimize nuisance smoke.
5. Information on the county, city (if applicable), beginning burning date, estimated ending date, organization, contact, telephone number, GPS location of the site entrance along with the name and contact information of the responsible official should be e-mailed to drb@adem.alabama.gov. A form you can use is available at the aforementioned e-mail address or by telephoning (334) 271-7879.
6. Material to be burned should be as dry as possible. Larger piles consume the debris faster during combustion.
7. Open burning is best conducted during clear weather.
8. Burning may commence or vegetation added to a fire between 8:00 am & 3:00 pm. Existing fires may burn beyond 3:00 pm.
9. The use of portable air curtain incinerators is encouraged and should be considered if one or more of the following situations exist:
    a. Extended 24-hour burning is necessary.
    b. Accelerated burning is desired.
    c. Smoke is or may become a problem.
10. In those situations where governmental officials or their contractors are unable to provide vegetation removal for area residents, individual property owner requests for permission to open burn vegetative debris will be handled on a case by case basis. Contact Don Barron at (334) 271-7879 prior to burning to discuss requirements.

Birmingham Branch
110 Vulcan Road
Birmingham, AL 35209-4702
(205) 942-6168
(205) 941-1603 (FAX)

Decatur Branch
2715 Sandlin Road, S.W.
Decatur, AL 35603-1333
(256) 353-1713
(256) 340-9359 (FAX)

Mobile Branch
2204 Perimeter Road
Mobile, AL 36615-1131
(251) 450-3400
(251) 479-2593 (FAX)

Mobile-Coastal
4171 Commanders Drive
Mobile, AL 36615-1421
(251) 432-6533
(251) 432-6598 (FAX)

Information On Proposed Site For Open Burning Of Natural Disaster Debris

Prepared by ADEM - April 2018 (Call 334-271-7879)

Date of Natural Disaster: _____

County: _____ City: _____

Site Coordinator: _____ Phone#: _____

Proposed start date: _____

Estimated end date: _____

Location (GPS or GIS): _____ _____

Address (if applicable): _____

Portable air curtain incinerator to be used? Yes_____ No_____

Comments: _____

_____

_____

_____

_____

Printed Name of Responsible Official: _____

Title of Responsible Official: _____

Phone number of Responsible Official: _____

Signature of Responsible Official: _____

Alabama Emergency Management Agency

Federal Emergency Management Agency Region IV
Historic Properties: Woody Debris and Root Ball Removal

Woody debris removal from historic districts or sites such as cemeteries, battlegrounds, parks, Native American landscapes and other archaeologically sensitive areas and may have the potential to adversely affect historic properties. To avoid potential adverse effects, the State Historic Preservation Office restricts the use of heavy equipment or other machinery in these mentioned areas. Care should be taken when using acceptable methods for woody debris removal located in:

- Cemeteries;
- Battlegrounds;
- Historic districts;
- Archaeologically sensitive areas.

Historic review is required when removing uprooted trees and woody debris from the areas listed below or similar sites. Applicants should contact the FEMA EHP team for more information.

- Cemeteries
- Battlegrounds
- Historic (including archaeological) landscapes
- Parks
- Historic districts

Historic review is not required when removing uprooted trees and woody debris from the following areas:

- Disturbed Public Rights-of-Way (e.g., roads, sidewalks, ditches).
- Non-historically sensitive or previously disturbed public areas (e.g., playgrounds, boat launches, campgrounds).

FEMA recommends the following best practices are implemented to the extent practicable:

- Utilize methods to avoid or minimize soil disturbance around the stump;
- Void spaces must be backfilled with any original loose from the root ball or clean fill from an approved source;
- If any potential archeological resources are discovered, work must immediately cease and the Applicant or contractor must notify the State and FEMA;
- When using heavy equipment, work from hard, firm and dry surfaces to the fullest extent possible, to avoid sinking into soft soils.

In the event that cultural resources may be impacted by debris removal operations including root ball removal, contact your Alabama Office of Emergency Management lead to discuss the scope of work and potential FEMA environmental compliance requirements.

Alabama Emergency Management Agency
and Federal Emergency Management Agency
Electrical CO-OP Quick Guide

Please review the following guidelines for reimbursement of electrical system repair costs you may incur as a result of a disaster. Repairs to electrical systems are subject to review under the federal and state laws including the Toxic Substance Control Act (TSCA) and the Resource Conservation and Recovery Act (RCRA). Proper documentation of adherence to federal law is required for FEMA reimbursement.

1. The Toxic Substances Control Act (TSCA) of 1976

TSCA addresses the production, importation, use and disposal of specific chemicals including polychlorinated biphenyls (PCBs), a chemical commonly used in electical transformers. If transformers containing PCBs are being replaced the following actions are required:

- For each replaced transformer it must be determined if the transformer contained PCBs within the dielectric fluid (either provide documentation they did not contain PCBs or copies of the analytical results)

- Documentation that the final disposition of the transformers is at a location permitted to recycle \ dispose of transformers containing PCBs

- If a transformer is spilled, documentation of the spill must be submitted and should include the reported quantity of fluid spilled, the material, i.e., soil, asphalt, concrete), the location (GPS coordiantes), and the report to the EPA or State Environmental Agency if applicable. If a transformer did not spill, specifically note this information.

2. The Resource Conservation and Recovery Act (RCRA) of 1976

RCRA addresses disposal or recycling of damaged power poles (chemically treated with creosote, pentachlorophenol or copper, chromium & arsenic (CCA)).

- Pole disposal: State landfill regulations require that they be disposed only in a Class 3 (Subtitle D style) lined landfill.

- Poles taken to a permitted landfill or back to the Co-Op yard/storage facility will require the name of the facility and the GPS coordinates (latitude and longitude).

3. Other Documentation Requirements

- National Historic Preservation Act (NHPA): Projects involving realignment and excavation of undisturbed ground require consultation with the State Historic Preservation Officer (SHPO) and Tribal Governments by FEMA **prior** to work commencing.

- Endangered Species Act (ESA): Projects involving realignment, tree removal or brush clearing operations may require consultation with U.S. Fish and Wildlife Service for threatened and endangered species and their habitats **prior** to work commencing.

Alabama Emergency Management Agency
and Federal Emergency Management Agency
Hydrologic and Hydraulic (H&H) Study Quick Guide

DEFINITION
A Hydrologic and Hydraulic (H&H) Study is the study of movement of water, including the volume and rate of flow as it moves through a watershed, basin, channel, or man-made structure.

PURPOSE
H&H studies are completed to ensure structures are sized correctly to handle floodwaters, while not inadvertently increasing flooding up or down stream. The studies are performed to quantify the volume flow rate of water draining from a watershed (i.e., drainage area), and determine the depth and velocity of flow and forces from flowing water on a surface or at hydraulic structures. H&H studies are essential to mitigate against flood loss in the future.

AN H&H STUDY IS REQUIRED
For FEMA-funded projects involving:
- Projects occurring in watercourses[1] with year-round or seasonal base flows[2]
- New construction or alterations of bridges and culverts, including changes to the length, diameter, material, number of culverts, or modifications to inlets or outlets (e.g. head or wing walls, rounding, grouted rip rap)
- New construction or re-construction of levees riverward of existing alignment or higher than existing grades
- Channel modification or realignment
- Significant re-grading (raising or lowering levels of land), including adding fill material(s)

WHEN AN H&H STUDY IS NOT REQUIRED
- Project is a storm water drainage or conveyance structure, where water does not flow year-round or seasonally
- Return back to exact pre-disaster condition (length, diameter, material, number of culverts, exit and entrance conditions, and stream morphology has not changed, etc.)

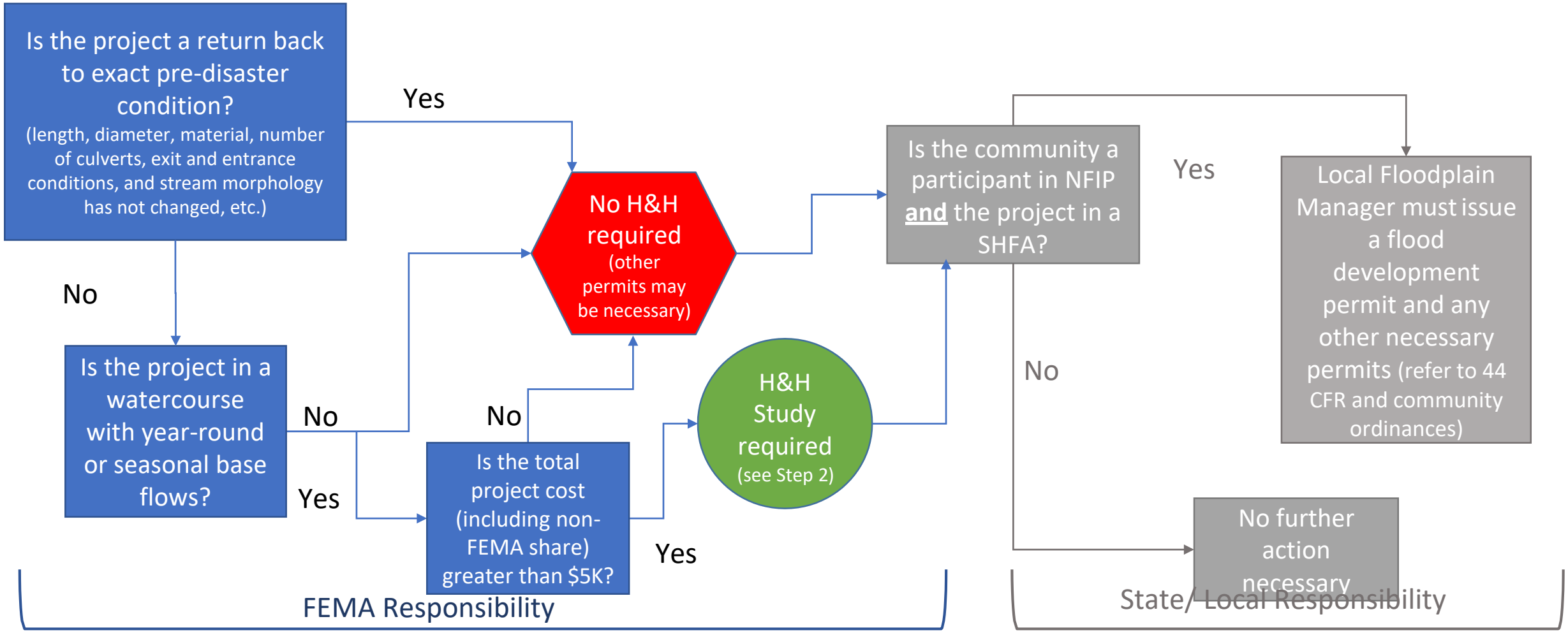
> **!** *An H&H study may be only one of several requirements to ensure FEMA reimbursement. Permits may be required under the Clean Water Act or other regulations. Additional requirements may exist if state or federally listed threatened or endangered species, critical habitat, or cultural resources are present in the project area. Always coordinate with your community floodplain manager prior to making modifications in a mapped floodplain.*

HOW TO OBTAIN AN H&H STUDY
For assistance, contact an agency or company that has licensed, professional civil, environmental, or hydrologic engineers

CONTENTS OF AN H&H STUDY (Minimum requirements)
All H&H studies shall include:
- Identification of upstream and downstream impacts (e.g. stage, velocity, duration) of alterations to the floodplain, including change to the extent or depth of the Special Flood Hazard Area (SFHA) or changes to the Base Flood Elevation (BFE)
- General site description, including location, latitude and longitude, drainage basin, FIRM, regulatory mapped flood zone (if applicable)
- Existing condition: pipe shape, material, length, inlet and outlet conditions, performance level
- Proposed condition: pipe shape, size, material, length, inlet and outlet conditions, performance level
- Will the proposed condition satisfy the local floodplain ordinance and local and state storm water management requirements?
- Stamped certification by a professional engineer in the state where the facility is located and certification that the calculations and drawings comply with 44 CFR 60.3

[1] Watercourse definition: a natural or artificial channel through which water flows
[2] Base flow definition: natural or human-induced sustained flow of a watercourse in the absence of direct runoff

When an H&H Study is Required



FEMA

Alabama Emergency Management Agency
and Federal Emergency Management Agency
Roads and Bridges Quick Guide

Please review the following guidelines for reimbursement of road and bridge repair costs you may incur as a result of a disaster. Road and bridge repair is often essential after a storm. Many times, priority is given to roadway repairs for access to emergency and essential services. Road and bridge work can be critically important, however proper documentation for FEMA reimbursement will be required.

1. The Public Assistance Program and Policy Guide (FP 104-009-2/ June 2020) states:

a. Eligible **Road and Bridge** work includes repair to surfaces, bases, shoulders, ditches, drainage structures such as culverts, low water crossings, and associated facilities, such as lighting, guardrails, sidewalks, and signs. Damage to the road must be disaster-related to be eligible for repair. In addition, repairs necessary as the result of normal deterioration, such as "alligator cracking," are not eligible because it is pre-disaster damage, page 167.

b. **Bridges** are eligible for repair or replacement under the Public Assistance Program, unless they are on a Federal-Aid Road (see **Federal-Aid Roads**). Eligible work includes repairs to decking, guardrails, girders, pavement, abutments, piers, slope protection, approaches, and associated facilities such as lighting, sidewalks, and signs, page 168.

2. Eligibility Requirements

You must be an **Eligible Applicant** as defined in the Public Assistance Program and Policy Guide, page 42, and have the legal responsibility to perform road and bridge repair.
https://www.fema.gov/media-library-data/1594239534694-ea876c73c2135c4273e4914586e7879f/PAPPG_V4_Final_6-1-2020_508.pdf

3. Documentation Requirements

Under Section 106 of the National Historic Preservation Act and EO 13175 FEMA must consult with the State Historic Preservation Officer (SHPO) and Tribal Governments. In order to do this, the applicant must identify fill sources by providing the following information:

- Location of the borrow pit or regularly maintained stock pile (latitude and longitude in decimal degrees),
- Horizontal limits and vertical depths of disturbance at borrow pit,
- Aerial photos of borrow pit,
- Verification of whether the pit has been expanded outside of its original footprint or permitted area.

4. Potential Agency Coordination

a. Federal
- U.S. Army Corps of Engineers (USACE)
- U.S. Fish and Wildlife Service (USFWS)
- National Oceanic and Atmospheric Administration (NOAA)
- National Marine Fisheries Service (NMFS)
- U.S. Coast Guard
- Tribal Governments

b. State
- Alabama Department of Transportation
- Alabama Department Environmental Management
- State Historic Preservation Officer

Alabama Emergency Management Agency
and Federal Emergency Management Agency
Bioengineering Quick Guide

Why Bioengineering?
The Department of Homeland Security (DHS) has always applied bioengineering standards for DHS facilities and projects managed directly administered by DHS, including DHS component agencies such as FEMA. Previously, these bioengineering standards were not consistently applied to grants from DHS or components. Effective March 2015, the DHS Director of Sustainability and Environmental Programs mandated that this bioengineering commitment now extends to DHS grants, including grants administered by DHS component agencies (i.e. FEMA). Prior to March 2015, FEMA wasn't mandated to consider Bio-Engineering techniques for FEMA grant projects.

In reviewing the administrative record, DHS found that past FEMA practices encouraged and incentivized stream bank hardening and stream crossing repair practices that are detrimental to fish and species habitat and that do not take full advantage of hazard mitigation measures that would reduce the potential for future damage and the impacts to fish habitat. DHS is concerned about Federal-assistance applicants pursuing stream bank repair practices that could be harmful to natural resources in order to restore their communities more quickly rather than engaging in the development of more thoughtful stream bank repair projects that could trigger a more extensive NEPA analysis. The new FEMA Directive (108-1) Categorical Exclusion (CATEX) N4 addresses this concern by encouraging bioengineering practices that improve environmental quality and wildlife habitat and mitigate the impact of future floods.

In order to acknowledge the considerations of hard-surfacing and implement designs that incur less long-term maintenance or replacement of materials in streambank stabilization projects, DHS/FEMA is emphasizing designs that transfer some degree of the maintenance burden from local agencies to naturally regenerative systems. In other words, we are learning from nature and applying what we learn.

Context
The basis for this shift is embodied in DHS *Management Directive 023-01, Rev 01* and *Instruction Manual 023-01-001-01, Rev 01* that serve as the Department's procedure for implementing the National Environmental Policy Act (NEPA). *FEMA's* new environmental planning and historic preservation compliance process is captured in FEMA *Directive 108-1* and *Instruction Manual 108-1-1.*

FEMA Directive 108-1 now requires:

- Any new riprap or other hard bank designs for bank stabilization will require an Environmental Assessment (EA) to meet compliance with the National Environmental Policy Act (NEPA)

- Riprap at the inlets/outlets of culverts or in the immediate vicinity of bridge abutments, piers, footings or wing walls (pilings) will continue to be supported without bioengineering solutions. Immediate vicinity will be defined on a case-by-case basis by FEMA EHP staff as it is based on the minimum needed to protect the integrity of the structure. Riprap for bank stabilization greater than 50 feet upstream or downstream from the structure will trigger an Environmental Assessment.

- The responsibility for the preparation of the EA and the eligible costs will be evaluated on a case-by-case basis in coordination with FEMA and state program staff, FEMA EHP staff, and the applicant.

- Projects that use bioengineering for bank stabilization typically will not require preparation of an Environmental Assessment.

What is Bioengineering?
Bioengineering, simply stated, uses natural systems in place of traditional engineering solutions, such as substituting root structures that reinforce soil for steel or concrete structures that "harden" soil. For example, a bioengineering project would plant indigenous plants that are good soil binders and bank stabilizers, preventing washing out and erosion of alluvial soil. Traditional hard-bank projects such as riprap or concrete channelization may simply speed water flow and cause problems downstream, if they are not undermined and wash away altogether. Bioengineering, as used in this regulatory context (CATEX defined in *DHS Management Directive and Instruction* cited below), is defined as "the use of a combination of biological, mechanical, and ecological concepts to control erosion and stabilize soil through the sole use of vegetation or a combination of vegetation and construction materials." Another similar definition is "the use of living and non-living plant materials in combination with natural and synthetic

support materials for slope stabilization, erosion reduction, and vegetative establishment". The common denominator is that methods should emulate natural conditions or processes. Non-Bio-Engineering measures that involved hardening of banks, such as placement of rip-rap and steel sheet piles, are *not* covered by CATEX N4 and would require preparation of an EA or an Environmental Impact Statement (EIS).

Talking Points

- Bioengineering provides a set of tools to stabilize soil slopes. It can be used as a stand-alone approach or in conjunction with typical "non-living" or "hard" engineering solutions.
- Bioengineering uses the similar concepts as steel reinforced concrete. Roots, plants and timber act as the reinforcing 'steel' in a soil and stone slope.
- Bioengineering techniques and concepts have been used in the United States as far back as the 1920's.
- USDA has been using Bioengineering to stabilize slopes in our national forests since the 1930's.
- Bioengineering projects may be expensive initially, especially for labor, replanting, possible repairs, and monitoring. Long-term, their maintenance costs will be significantly lower because of their resiliency and self-sustaining nature.
- Bioengineering projects usually require less heavy equipment excavation resulting in less cost and less impact to the surrounding area.
- Bioengineering uses locally sources materials generally available within a few miles of the project site. Typical rip-rap and solutions could result in long haul distances which increase project cost.

Reference Materials

Engineering with Nature FEMA
https://www.fema.gov/pdf/about/regions/regionx/Engineering_With_Nature_Web.pdf

Soil Bioengineering: An Alternative to Roadside Management
https://www.fs.fed.us/t-d/php/library_card.php?p_num=0077%201801

Low Water Crossings
http://www.fs.fed.us/t-d/php/library_card.php?p_num=0625%201808P

Riparian Restoration
http://www.blm.gov/style/medialib/blm/wo/blm_library/tech_refs.Par.75656.File.dat/TR_1737-22.pdf

USACE technical bulletin Longitudinal Peak Stone Toe
https://www.nrcs.usda.gov/wps/PA_NRCSConsumption/download?cid=nrcseprd526807&ext=pdf

USACE design considerations for grade control structures
http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.105.8402&rep=rep1&type=pdf

USACE bend way weir design manual
http://www.mvs-wc.usace.army.mil/arec/Documents/Bendway_Weirs/Bendway_Weir_Design_Manual.pdf

USDA articulated concrete mattresses
https://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=17822.wba

SAGE living coastlines
http://sagecoast.org/info/information.html

Alabama Emergency Management Agency and Federal Emergency Management Agency Floodplain and Wetlands Quick Guide

Executive Order (E.O.) 11988: Floodplain Management, Executive Order (E.O.) 11990: Protection of Wetlands (Both E.O.'s referred to as floodplain hereafter)

PURPOSE

The purpose of the EOs is to require FEMA to minimize or avoid activities that adversely affect floodplains or that could be affected by floodplains. They require FEMA to use a systematic decision-making process to evaluate the potential effects of projects located in, or affecting, floodplains and to document each step of the process; and involve the public in the decision-making process.

This process is designed to 1) reduce flood loss risk; 2) minimize the impacts of floods on human safety, health and welfare; and 3) restore and preserve the natural and beneficial functions of the floodplains. The decision-making process is referred to as the 8-step process. For eligibility requirements and EHP compliance information for projects, refer to 44 CFR part 9.1, October 2018 edition; the PAPPG pages 149-151 (June 2020); and the HMA unified guidance page 18.

Failure to mitigate or minimize the federal investment in the floodplain could jeopardize federal funding.

FEMA funding may be jeopardized if an action is initiated or completed prior to completion of EHP review even if the project is back to pre-disaster condition.

PROCEDURE AND DOCUMENTATION REQUIREMENTS

Any work in or adjacent to a floodplain, requires FEMA eligibility review, even if the work is 100% complete. 44 CFR part 9 requires FEMA to follow the 8-Step process to inform decision-making and the analysis will require:

- Evaluations of alternatives
- Addressing minimizations and mitigation measures (see NFIP technical bulletins https://www.fema.gov/nfip-technical-bulletins or FEMA Hazard Mitigation guidance https://www.fema.gov/media-library/assets/documents/30627 , and
- Posting of a final public notice for the proposed action.

THE 8-STEP IS REQUIRED WHEN

Floodplain identification is determined through use of best available data per 44 CFR part 9.7.

For projects in or near a floodplain, local, county, or state agencies (e.g., local Floodplain Administrator, local NFIP Coordinator) and the U.S. Army Corp of Engineers (USACE) coordination may be required per agency requirements.

To determine if your project is in the floodplain or wetland check the:

- FEMA flood map service center: https://msc.fema.gov/portal/home for floodplain
- and the National Wetlands Inventory: https://www.fws.gov/wetlands/data/mapper.html for wetlands.

The 8-step process applies to projects in or affecting flood zones A or AE (the 1% chance (100-year) floodplain); projects damaged by flooding, but not in a mapped floodplain, are also considered in the floodplain and subject to the 8-step process per 44 CFR part 9.7(b).

The 8-step process applies to projects that are considered critical actions. Critical actions are actions for which even a slight chance of flooding is too great. The minimum floodplain of concern for critical actions is the shaded zone X or 500-year floodplain (the 0.2% chance). Critical actions include, but are not limited to, those which create or extend the useful life of structures or facilities (e.g. hospitals, fire stations, police stations, sewer services, wastewater treatment plants and lift stations, utilities, nursing homes, storage of critical records).

The 8-step process will apply to ALL projects that are over $100,000, or that are located in a floodway or V, or VE zones, or that are considered substantial damage or substantial improvement to a structure.

Part of the 8-step process involves the subrecipient identifying and evaluating alternatives to locating the proposed action in the floodplain or to mitigate or minimize those impacts by flooding, if functionally dependent (i.e., the function cannot be carried out unless it is in close proximity to water). Alternatives include alternative sites outside the floodplain, alternative actions which serve essentially the same purpose as the proposed action but have less potential to affect or be affected by the floodplain or wetland and including evaluation of the "no action" alternative.

Alternatives are actions that are capable of being done within existing constraints. Constraints are evaluated under four criteria:

- impacts to natural and cultural resources,
- social concerns,
- economics,
- legal constraints and
- what is technologically feasible, per 44 CFR part 9.9.

It is key when considering alternatives to consider the community's *purpose and need for the action*. For example, if the proposed action is to replace a road or a bridge, the community's need is not the road or bridge, it is to provide access to community members.

If an alternative exists outside the floodplain or wetland, the subrecipient must take that action. The goal of this process is to minimize the potential for adverse impacts to the community or floodplains and wetlands.

FINAL PUBLIC NOTICE PROCESS

FEMA will partner with the subrecipient on the final public notice process. FEMA EHP will draft the final public notice and provide it to the program to provide to the subrecipient to post from the PDMG. FEMA EHP will provide guidance to the program and the subrecipient on what locations are suitable for posting the notice based on scale and impacts of the action and length of time to post the public notice must be posted.

Once the subrecipient has posted the final public notice, they will provide documentation to the program for EHP compliance and EHP will clear the project out of the EHP queue. Program will then wait 15 days to obligate the project, per 44 CFR part 9.12(f).

Alabama Emergency Management Agency
and Federal Emergency Management Agency
Piers Quick Guide

Please review the following guidelines for reimbursement of pier repair costs you may incur as a result of a disaster. Pier repair is often essential after a storm. Proper documentation for FEMA reimbursement will be required.

1. **The Public Assistance Program and Policy Guide (FP 104-009-2/ June 2020, page 179), which states:**
Piers fall under the category of eligible work titled Parks, Recreational, and Other (Category G)
Eligible publicly owned facilities in this category include: mass transit facilities such as railways, beaches, parks, playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, golf courses, ball fields, fish hatcheries, ports and harbors, other facilities that do not fit in Categories C–G

2. **Eligibility Requirements**
You must be an **Eligible Applicant** as defined in the Public Assistance Program and Policy Guide, page 42, and have legal responsibility to perform pier repairs. https://www.fema.gov/media-library-data/1594239534694-ea876c73c2135c4273e4914586e7879f/PAPPG_V4_Final_6-1-2020_508.pdf

3. **Procedure and Documentation requirements**
    a. Provide:
        - Latitude and longitude (in decimal degrees),
        - Height above mean high water (MHW) elevation,
        - Directional orientation of main axis of dock and overwater area.
    b. Describe:
        - The current pier in the project area,
        - The size, linear or square footage, location, orientation, etc.,
        - The project areas depth and surface beneath the pier (such as sandy substrate below, rocky, seagrasses, other marine vegetation, mangroves or corals),
        - Number of slips,
        - If this is structural repair, replacement, removal, or new construction?
        - Project construction method,
        - The step by step construction methodology such as demolition/removal of existing structure and debris and the location of the work, including decking type (i.e. grated, etc.), what is the proposed spacing between boards, will the piles be in the same location, etc.?
        - Equipment types that will be used and including location of equipment (i.e. barge, upland or both). The pile installation method, the number of piles, pile sizes, number of piles to be driven per day, the number of strikes per pile, if piles are going to be driven in a confined space, will there be noise abatement?
        - The number of days/weeks/months of the in water work, will work occur during daylight only?
    c. Identify:
        - Will dredging occur?
        - What type of dredge (hopper, clamshell, etc.) the area in square feet to be dredged, the depth, the volume,
        - Will the sediment be tested and where will the sediment be disposed of?

d. Answer:
    - How does the pier serve the community (i.e. recreational, fishing, marina, gas, etc.) does the pier serve other functions in addition to fishing?
    - If the fishing pier is public or private, how many people are expected to fish from the pier each day?
    - What is the plan to address hook-and-line captures at the fishing pier?
    - Is there existing signage regarding sea turtles or are there any educational signs posted if there is turtle bycatch?
    - Is there an existing fish cleaning station?
    - How many turtles have been caught off of this pier? (please provide records by year and species)
    - Do you have an existing Habitat Conservation Plan with National Marine Fisheries Service (NMFS) or the U.S. Fish and Wildlife Service (USFWS)?
    - Has this pier been federally funded previously?
    - Has prior consultation with NMFS been completed? Was a Biological Opinion issued? Please provide copies.

4. Consultation requirements

a. If the pier is used as a boat dock and fishing does not regularly occur there (i.e. observation, boat docking, and repair purposes):
    - If no work in water, then no coordination with U.S. Army Corps of Engineers (USACE) is required
    - If only replacing decks, stringers, boards, electrical no consultation needed for the Endangered Species Act (ESA)
    - If there is work in water, sub recipient coordination with USACE is required and FEMA ESA consultation with NMFS is also required (request technical assistance from FEMA Environmental Planning and Historic Preservation Staff (EHP))

b. If fishing is regularly allowed on the pier:
    - If no work in water, then no coordination with USACE is required
    - If there is work in water, sub-recipient coordination with USACE is required and FEMA ESA consultation with NMFS is also required (request technical assistance from FEMA EHP specialist)
    - If the work is replacing decks, stringers, boards, electrical, informal consultation by FEMA for ESA with NMFS is still required due to the indirect effect of fishing on the sea turtles (estimated time to complete consultation is 2-4 months)
    - If the work is in the water, includes mitigation or major changes, formal consultation by FEMA for ESA with NMFS is still required (estimated time to complete consultation is a minimum 6 months up to 18 months)

Alabama Emergency Management Agency
Federal Emergency Management Agency Region IV
Mosquito Abatement Fact Sheet

Please review the following guidelines for reimbursement of mosquito abatement costs you may incur as a result of a disaster. The Alabama Emergency Management Agency (AEMA) and the Federal Emergency Management Agency (FEMA) are providing this information early in an effort to maximize applicant opportunities for federal reimbursement of eligible mosquito abatement activities following a Presidential Declaration. Take the necessary actions to prevent a health and safety threat as soon as possible, but know the rules for reimbursement following a Presidential Disaster Declaration.

1. **The Public Assistance Program and Policy Guide (FP 104-009-2/April 2018, page 70)** states:

   a. Mosquito Abatement measures may be eligible for PA Program assistance in the disaster area as emergency protective measures when there is a serious health hazard. FEMA may provide reimbursement for such costs at the written request of the State or local public health officials. Verification of the threat by medical facilities within the affected area is required.

   b. FEMA may reimburse short-term abatement costs that are in excess of usual costs. The eligible costs are calculated by comparing the disaster-related costs to the most recent 3 non-disaster years of expenses for the same period.

2. Eligibility Requirements

You must be an **Eligible Applicant** as defined in the Public Assistance Program and Policy Guide, page 42, and have legal responsibility to perform mosquito abatement.https://www.fema.gov/media-library-data/1594239534694-ea876c73c2135c4273e4914586e7879f/PAPPG_V4_Final_6-1-2020_508.pdf FEMA mosquito abatement guidance may be found in Appendix G.

3. Procedure and Documentation Requirements

   a. **Before spraying**, collect trap data or landing rates (for adulticide use) or dip data (for larvicide use) to verify the hazard.

   b. **Before spraying**, contact FEMA EHP Point of Contact (#5 below) to identify spray exclusions areas due to the presence of endangered or threatened species or critical habitat.

   c. Obtain a letter from local medical facilities indicating a serious health threat or a mosquito nuisance that is severely hampering the recovery effort.

   d. Follow the manufacturer's label on EPA-approved chemicals for mosquito abatement by certified employees. Provide documentation of the chemical, application method and concentration used. Chemical must be an EPA approved chemical for use in Alabama.

   e. Provide spray/larvicide area maps detailing the zones affected or treated.

   f. Provide the date(s) of application.

4. Do not delay

   a. Start collecting data as soon as a potential threat is identified to establish a baseline trap, landing rate, or dip count. Data is only valid for a period of two weeks.

   b. Counties that do not have a vector control program may request technical assistance with surveillance and abatement from the Alabama Department of Public Health by contacting Dr. Dee Jones, State Public Health Veterinarian, at 334-206-5973 or via email at dee.jones@adph.state.al.us.

5. Point of Contact

For more information, please contact FEMA-R4EHP@fema.dhs.gov and cc Jeff Keenum at jeffery.keenum@fema.dhs.gov

Last update: 10/23/2020

Alabama Emergency Management Agency
and Federal Emergency Management Agency
Work In or Near Water Quick Guide

PURPOSE: The National Environmental Policy Act (NEPA) requires federal agencies to consider the impacts of their proposed actions and alternatives on the human environment before funding and implementing an action. The information below is a quick review of Laws and Executive Orders that FEMA must consider for work in or near water. Noncompliance with these requirements may jeopardize receipt of federal funding.

LAW REQUIREMENTS FOR WORK IN OR NEAR WATER

FEMA Directive 108-1, requires FEMA to take into account environmental considerations when authorizing or approving actions that could significantly affect the human environment. Work in or near water has an elevated potential to affect the environment. There are several federal laws that pertain to work in water, including, but not limited to the following:

Clean Water Act (CWA): This Act is the primary federal law governing water pollution. Its objective is to restore and maintain the chemical, physical, and biological integrity of the nation's waters by preventing pollution sources, providing assistance to publicly owned treatment works for the improvement of wastewater treatment, and maintaining the integrity of wetlands.

- Section 404 of the CWA outlines the process for issuing permits for the discharge of dredged or fill material into waters of the U.S.
- Subgrantees must coordinate with United States Army Corps of Engineers (USACE) for permitting actions in or near water PRIOR to the initiation of any action, including the use of Nationwide Permits and associated conditions or regional conditions.
- To find contact information for USACE offices, go to: http://www.saw.usace.army.mil/Contact.aspx.
- For the most recent Nationwide Permits and conditions please go to: https://www.saw.usace.army.mil/Missions/Regulatory-Permit-Program/.
- The Subgrantee should include a copy of FEMA's project-specific Record of Environmental Consideration (REC) as part of their USACE permit application package.

Endangered Species Act (ESA): This Act is the federal law that is designed to protect critically imperiled species from extinction as a consequence of economic growth and development. There are a large number of listed threatened and endangered species or candidate species and critical habitat that exist in or near water in Alabama.

- FEMA is required, under section 7(a)(2) of the ESA to consult with United States Fish and Wildlife Service (USFWS) or the National Marine Fisheries Service (NMFS) PRIOR to the initiation of any action to determine if the action may affect listed threatened and endangered species, candidate species, or their critical habitat.
- Timelines for the completion of consultation depend explicitly on the complexities of the action.
- There may also be state listed species in or near the project area. https://www.fws.gov/endangered/species/index.html

Fish and Wildlife Coordination Act (FWCA): This Act is the federal law intended to protect fish and wildlife when federal actions result in the control or modification of a natural stream or body of water. It also requires federal agencies to take into consideration the effect that water-related projects would have on fish and wildlife resources; take action to prevent loss or damage of these resources; and provide for the development and improvement of these resources.

- FEMA determines whether a proposed action will result in the control or modification of a body of water. Typical actions may include:
  - Discharges of pollutants, municipal wastes or dredged and fill material into a body of water or wetlands.
  - Projects involving construction of dams, levees, impoundments, stream relocation, and water-diversion structures.
- FEMA is required to consult with USFWS for actions involving the control or modification of a body of water PRIOR to the initiation of any action.
- Timelines for the completion of consultation depend explicitly on the complexities of the action.

Coastal Barrier Resources Act (CBRA): This Act is the federal law that protects coastal areas that serve as barriers against wind and tidal forces caused by coastal storms, and serve as habitat for aquatic species. Coastal Barrier Resources System Units (CBRUs) are determined and mapped by the USFWS.

- FEMA is required to consult with USFWS for actions in coastal areas PRIOR to initiation of actions in these areas.
- Timelines for the completion of consultation depend explicitly on the complexities of the action.
- To view CBRS maps for Alabama, please go to: http://www.fws.gov/ecological-services/habitat- conservation/cbra/Maps/index.htmlr or https://www.fws.gov/CBRA/Maps/Mapper.html

Alabama Emergency Management Agency
and Federal Emergency Management Agency
Work In or Near Water Quick Guide

Coastal Zone Management Act (CZMA): This Act is the federal law that is designed to protect, restore, and establish shared responsibility for preserving and developing the nation's coastal communities and resources.

- NOAA, via CZMA policies, has authorized the states for the supervision of significant land and water activities that could significantly affect their respective coastal zones.
- Subgrantees must coordinate with their state administering agency PRIOR to the initiation of any action, unless the state administering agency does not require a consistency review in coastal zones.
- To find contact information for CZMA go to: https://coast.noaa.gov/czm/consistency

Magnuson-Stevens Fishery Conservation and Management Act (MSA): This Act is the primary law governing marine fisheries management in U.S. federal waters. First passed in 1976, the Magnuson-Stevens Act fosters long-term biological and economic sustainability of our nation's marine fisheries out to 200 nautical miles from shore.

- FEMA is required to consult with the National Marine Fisheries Service (NMFS) for work in water out to 200 nautical miles from shore.
- Timelines for the completion of consultation depend explicitly on the complexities of the action.

FEDERAL EXECUTIVE ORDERS (E.O.) FOR WORK IN OR NEAR WATER

Federal regulations sets forth the policy and procedure and responsibilities to implement and enforce **E.O. 11998, Floodplain Management**, and **E.O. 11990, Protection of Wetlands**. Based on these Executive Orders, FEMA is required to integrate the goals of the Orders to the greatest possible degree into its procedures for implementing the National Environmental Policy Act (NEPA), (44 CFR, Part 9.1, October, 2002 edition).

Document Checklist - Category A

Applicant Name	FIPS#	Project Reference Number	Program Delivery Manager

Select "R" if Required **"S" when Submitted**

General Documents

	R	S			R	S	
Photographs	☐	☐	Demonstrating Threat	**Technical Reports**	☐	☐	Inspection Reports
	☐	☐	Marine Vessels		☐	☐	Structural Assessment
	☐	☐	Hazardous Materials		☐	☐	Environmental Assessment
	☐	☐	Leaners, hangers, stumps		☐	☐	Hydrology/Hydraulics Study
Regulatory Permits and Correspondence	☐	☐	Environmental Permits		☐	☐	Geotechnical Assessment
	☐	☐	Historic Preservation	**Facility Records**	☐	☐	Maintenance Records
	☐	☐	US Corp of Engineers		☐	☐	Site Stability Records
	☐	☐	US Fish and Wildlife		☐	☐	Demonstrating Threat
	☐	☐	National Marine Fisheries Ser.	**Force Account**	☐	☐	Pay Policy
	☐	☐	Flood Insurance Rate Map	**Direct Administrative Costs**	☐	☐	Specific description of administrative task performed by individual
Maps	☐	☐	Site Location Map		☐	☐	Skill level and position description of individual performing task

Work Completed

Force Account or Donated Labor	☐	☐	Work Orders/Activity Logs	**Force Account**	☐	☐	Applicant-developed scope of work
	☐	☐	Sample of Timesheets		☐	☐	FA Labor Estimate
	☐	☐	Fringe Benefit Calculations		☐	☐	FA Equipment Estimate
	☐	☐	FA Labor Summary		☐	☐	FA Material Estimate
Force Account or Donated Material	☐	☐	Receipts		☐	☐	Fringe Benefit Calculations
	☐	☐	Material Usage Summary		☐	☐	Historical Cost Records
Force Account or Donated Equipment	☐	☐	Equipment List		☐	☐	Unit Cost Estimate (prepared by Applicant or A/E)
	☐	☐	Usage Records				
	☐	☐	Rental Contract/Receipt	**Contract**	☐	☐	Contract
Contract	☐	☐	Contract		☐	☐	Bid Documents
	☐	☐	Bid Documents		☐	☐	Procurement Documentation
	☐	☐	Invoice(s)	**Program Eligibility**			
	☐	☐	Cost Analysis		☐	☐	Debris Management Plan
	☐	☐	Procurement Documentation		☐	☐	Procurement Policy
	☐	☐			☐	☐	Insurance Policy
General	☐	☐	Sample Load Tickets		☐	☐	Lease Agreement
	☐	☐	Debris Monitoring Reports		☐	☐	Mutual Aid Agreements
	☐	☐	Disposal Site Permit		☐	☐	Hazardous Stump Worksheet
Private Vehicle/ Vessel Removal	☐	☐	Ordinance		☐	☐	If Private Property, copy of written request and approval for PPDR
	☐	☐	Documentation of Procedures		☐	☐	For Flood Control Works, maintenance agreements with other Federal agencies
	☐	☐			☐	☐	For PNP mixed use facility, documentation supporting primary use (see PA PPG – FEMA 104-009-2)

Document Checklist - Category A

Other								
R	S		R	S		R	S	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	

Document Checklist - Category B

Applicant Name	FIPS#	Project Reference Number	Program Delivery Manager

Select "R" if Required **"S" when Submitted**

General

	R	S			R	S	
Photographs	☐	☐	Demonstrating Threat	**Technical Reports**	☐	☐	Inspection Reports
	☐	☐	Site		☐	☐	Structural Assessment
Facility Records	☐	☐	Site Stability Records		☐	☐	Environmental Assessment
	☐	☐	Demonstrating Threat		☐	☐	Geotechnical Assessment
Maps	☐	☐	Site(s) Location Map	**Force Account**	☐	☐	Pay Policy
Regulatory Permits and Correspondence	☐	☐	Environmental Permits	**Direct Administrative Costs**	☐	☐	Specific description of administrative task performed by individual
	☐	☐	Historic Preservation		☐	☐	Skill level and position description of individual performing task
	☐	☐	US Corp of Engineers				
	☐	☐	US Fish and Wildlife				
	☐	☐	National Marine Fisheries Ser.				

Work Completed / Work to be Completed

Force Account or Donated Labor	☐	☐	Work Orders/Activity Logs	**Force Account**	☐	☐	Applicant-developed scope of work
	☐	☐	Sample of Timesheets		☐	☐	FA Labor Estimate
	☐	☐	Fringe Benefit Calculations		☐	☐	FA Equipment Estimate
	☐	☐	FA Labor Summary		☐	☐	FA Material Estimate
Force Account or Donated Material	☐	☐	Receipts		☐	☐	Fringe Benefit Calculations
	☐	☐	Material Usage Summary		☐	☐	Historical Cost Records
Force Account or Donated Equipment	☐	☐	Equipment List		☐	☐	Unit Cost Estimate (prepared by Applicant or A/E)
	☐	☐	Usage Records				
	☐	☐	Rental Contract/Receipt				
Contract	☐	☐	Contract	**Contract**	☐	☐	Contract
	☐	☐	Bid Documents		☐	☐	Bid Documents
	☐	☐	Invoice(s)		☐	☐	Procurement Documentation
	☐	☐	Cost Analysis				
	☐	☐	Procurement Documentation				

Program Eligibility

R	S		R	S		R	S	
☐	☐	Procurement Policy	☐	☐	Mutual Aid Agreements	☐	☐	Rental/Purchase Cost Comparison
☐	☐	Insurance Policy	☐	☐	Donated Resources	☐	☐	Legal Authority
☐	☐	Lease Agreement	☐	☐	Certification by Federal, State, Tribal, or local government officials that a threat exists			
☐	☐	For Flood Control Works, maintenance agreements with other Federal agencies						

Document Checklist - Category B

Other								
R	S		R	S		R	S	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	

Document Checklist - Category D

Applicant Name	FIPS#	Project Reference Number	Program Delivery Manager

Select "R" if Required **"S" when Submitted**

General

	R	S			R	S	
Photographs	☐	☐	Overall Facility	**Technical Reports**	☐	☐	Inspection Reports
	☐	☐	Specific Damages		☐	☐	Hydrologic and Hydraulic Study
	☐	☐	Work Complete		☐	☐	Environmental Assessment
	☐	☐	Pre-disaster		☐	☐	Historic/Archeological Survey
Regulatory Permits and Correspondence	☐	☐	Environmental Permits	**Facility Records**	☐	☐	Plans and/or specifications
	☐	☐	Historic Preservation		☐	☐	Maintenance Records
	☐	☐	US Corp of Engineers		☐	☐	Detailed Sketch with Dimensions
	☐	☐	US Fish and Wildlife		☐	☐	Pre-event Inspection Reports
	☐	☐	National Marine Fisheries Ser.	**Force Account**	☐	☐	Pay Policy
Maps	☐	☐	Site Location Map				
	☐	☐	Flood Insurance Rate Map				
Direct Administrative Costs	☐	☐	Specific description of administrative task performed by individual				
	☐	☐	Skill level and position description of individual performing task				

Work Completed

Force Account Labor	☐	☐	Work Orders/Activity Logs	**Force Account**	☐	☐	Applicant-developed scope of work
	☐	☐	Sample of Timesheets		☐	☐	FA Labor Estimate
	☐	☐	Fringe Benefit Calculations		☐	☐	FA Equipment Estimate
	☐	☐	FA Labor Summary		☐	☐	FA Material Estimate
Force Account Material	☐	☐	Receipts		☐	☐	Fringe Benefit Calculations
	☐	☐	Material Usage Summary		☐	☐	Historical Cost Records
Force Account Equipment	☐	☐	Equipment List		☐	☐	Unit Cost Estimate (prepared by Applicant or A/E)
	☐	☐	Usage Records				
	☐	☐	Rental Contract/Receipt				
Contract	☐	☐	Contract	**Contract**	☐	☐	Contract
	☐	☐	Bid Documents		☐	☐	Bid Documents
	☐	☐	Invoice(s)		☐	☐	Procurement Documentation
	☐	☐	Cost Analysis				
	☐	☐	Procurement Documentation				

Program Eligibility

R	S		R	S		R	S	
☐	☐	Procurement Policy	☐	☐	406 Hazard Mitigation Proposal	☐	☐	Applicable Code or Standard
☐	☐	Insurance Policy	☐	☐	Benefit/Cost Analysis (BCA)	☐	☐	Relocation Request/Justification
☐	☐	Lease Agreement	☐	☐	50 Percent Rule Calculation	☐	☐	For Flood Control Works, maintenance agreements with other Federal agencies
☐	☐	Mutual Aid Agreements	☐	☐	Design Requirements	☐	☐	

Document Checklist - Category D

☐	☐		☐	☐		☐	☐	

Other								
R	**S**		**R**	**S**		**R**	**S**	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	

Document Checklist - Category E

Applicant Name	FIPS#	Project Reference Number	Program Delivery Manager

Select "R" if Required **"S" when Submitted**

General

	R	S			R	S	
Photographs	☐	☐	Overall Facility	**Technical Reports**	☐	☐	Inspection Reports
	☐	☐	Specific Damages		☐	☐	Hydrologic and Hydraulic Study
	☐	☐	Work Complete		☐	☐	Environmental Assessment
	☐	☐	Pre-disaster		☐	☐	Historic/Archeological Survey
Regulatory Permits and Correspondence	☐	☐	Environmental Permits	**Facility Records**	☐	☐	Plans and/or specifications
	☐	☐	Historic Preservation		☐	☐	Maintenance Records
	☐	☐	US Corp of Engineers		☐	☐	Detailed Sketch with Dimensions
	☐	☐	US Fish and Wildlife		☐	☐	Pre-event Inspection Reports
	☐	☐	National Marine Fisheries Ser.	**Force Account**	☐	☐	Pay Policy
Maps	☐	☐	Site Location Map				
	☐	☐	Flood Insurance Rate Map				
Direct Administrative Costs	☐	☐	Specific description of administrative task performed by individual	**PNP Mixed Use**	☐	☐	Documentation supporting primary use (see PA PPG – FEMA 104-009-2)
	☐	☐	Skill level and position description of individual performing task				

Work Completed

Force Account Labor	☐	☐	Work Orders/Activity Logs	**Force Account**	☐	☐	Applicant-developed scope of work
	☐	☐	Sample of Timesheets		☐	☐	FA Labor Estimate
	☐	☐	Fringe Benefit Calculations		☐	☐	FA Equipment Estimate
	☐	☐	FA Labor Summary		☐	☐	FA Material Estimate
Force Account Material	☐	☐	Receipts		☐	☐	Fringe Benefit Calculations
	☐	☐	Material Usage Summary		☐	☐	Historical Cost Records
Force Account Equipment	☐	☐	Equipment List		☐	☐	Unit Cost Estimate (prepared by Applicant or A/E)
	☐	☐	Usage Records				
	☐	☐	Rental Contract/Receipt				
Contract	☐	☐	Contract	**Contract**	☐	☐	Contract
	☐	☐	Bid Documents		☐	☐	Bid Documents
	☐	☐	Invoice(s)		☐	☐	Procurement Documentation
	☐	☐	Cost Analysis				
	☐	☐	Procurement Documentation				

Program Eligibility

R	S		R	S		R	S	
☐	☐	Procurement Policy	☐	☐	Lease Agreement	☐	☐	Applicable Code or Standard
☐	☐	Insurance Policy	☐	☐	Benefit/Cost Analysis (BCA)	☐	☐	Relocation Request/Justification
☐	☐	Insurance Settlement	☐	☐	50 Percent Rule Calculation	☐	☐	Mutual Aid Agreements
☐	☐	Insurance Statement of Loss	☐	☐	Design Requirements	☐	☐	406 Hazard Mitigation Proposal

Document Checklist - Category E

Other								
R	S		R	S		R	S	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	

Document Checklist - Category F

Applicant Name	FIPS#	Project Reference Number	Program Delivery Manager

Select "R" if Required **"S" when Submitted**

General

	R	S			R	S	
Photographs	☐	☐	Overall Facility	**Technical Reports**	☐	☐	Inspection Reports
	☐	☐	Specific Damages		☐	☐	Hydrologic and Hydraulic Study
	☐	☐	Work Complete		☐	☐	Environmental Assessment
	☐	☐	Pre-disaster		☐	☐	Historic/Archeological Survey
Regulatory Permits and Correspondence	☐	☐	Environmental Permits	**Facility Records**	☐	☐	Plans and/or specifications
	☐	☐	Historic Preservation		☐	☐	Maintenance Records
	☐	☐	US Corp of Engineers		☐	☐	Detailed Sketch with Dimensions
	☐	☐	US Fish and Wildlife		☐	☐	Pre-event Inspection Reports
	☐	☐	National Marine Fisheries Ser.	**Force Account**	☐	☐	Pay Policy
Maps	☐	☐	Site Location Map				
	☐	☐	Flood Insurance Rate Map				
Direct Administrative Costs	☐	☐	Specific description of administrative task performed by individual				
	☐	☐	Skill level and position description of individual performing task				

Work Completed

Force Account Labor	☐	☐	Work Orders/Activity Logs	**Force Account**	☐	☐	Applicant-developed scope of work
	☐	☐	Sample of Timesheets		☐	☐	FA Labor Estimate
	☐	☐	Fringe Benefit Calculations		☐	☐	FA Equipment Estimate
	☐	☐	FA Labor Summary		☐	☐	FA Material Estimate
Force Account Material	☐	☐	Receipts		☐	☐	Fringe Benefit Calculations
	☐	☐	Material Usage Summary		☐	☐	Historical Cost Records
Force Account Equipment	☐	☐	Equipment List		☐	☐	Unit Cost Estimate (prepared by Applicant or A/E)
	☐	☐	Usage Records				
	☐	☐	Rental Contract/Receipt				
Contract	☐	☐	Contract	**Contract**	☐	☐	Contract
	☐	☐	Bid Documents		☐	☐	Bid Documents
	☐	☐	Invoice(s)		☐	☐	Procurement Documentation
	☐	☐	Cost Analysis				
	☐	☐	Procurement Documentation				

Program Eligibility

R	S		R	S		R	S	
☐	☐	Procurement Policy	☐	☐	406 Hazard Mitigation Proposal	☐	☐	Applicable Code or Standard
☐	☐	Insurance Policy	☐	☐	Benefit/Cost Analysis (BCA)	☐	☐	Relocation Request/Justification
☐	☐	Mutual Aid Agreements	☐	☐	50 Percent Rule Calculation	☐	☐	Support for Electric Reconductoring
☐	☐	Lease Agreement	☐	☐	Design Requirements			

Document Checklist - Category F

Other								
R	S		R	S		R	S	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	

Document Checklist - Category G

Applicant Name	FIPS#	Project Reference Number	Program Delivery Manager

Select "R" if Required **"S" when Submitted**

General

	R	S			R	S	
Photographs	☐	☐	Overall Facility	**Technical Reports**	☐	☐	Inspection Reports
	☐	☐	Specific Damages		☐	☐	Hydrologic and Hydraulic Study
	☐	☐	Work Complete		☐	☐	Environmental Assessment
	☐	☐	Pre-disaster		☐	☐	Historic/Archeological Survey
Regulatory Permits and Correspondence	☐	☐	Environmental Permits	**Facility Records**	☐	☐	Plans and/or specifications
	☐	☐	Historic Preservation		☐	☐	Maintenance Records
	☐	☐	US Corp of Engineers		☐	☐	Detailed Sketch with Dimensions
	☐	☐	US Fish and Wildlife		☐	☐	Pre-event Inspection Reports
	☐	☐	National Marine Fisheries Ser.		☐	☐	Pre and Post Event Beach Profile
Maps	☐	☐	Site Location Map	**Force Account**	☐	☐	Pay Policy
	☐	☐	Flood Insurance Rate Map				
Direct Administrative Costs	☐	☐	Specific description of administrative task performed by individual				
	☐	☐	Skill level and position description of individual performing task				

Work Completed

Force Account Labor	☐	☐	Work Orders/Activity Logs	**Force Account**	☐	☐	Applicant-developed scope of work
	☐	☐	Sample of Timesheets		☐	☐	FA Labor Estimate
	☐	☐	Fringe Benefit Calculations		☐	☐	FA Equipment Estimate
	☐	☐	FA Labor Summary		☐	☐	FA Material Estimate
Force Account Material	☐	☐	Receipts		☐	☐	Fringe Benefit Calculations
	☐	☐	Material Usage Summary		☐	☐	Historical Cost Records
Force Account Equipment	☐	☐	Equipment List		☐	☐	Unit Cost Estimate (prepared by Applicant or A/E)
	☐	☐	Usage Records				
	☐	☐	Rental Contract/Receipt				
Contract	☐	☐	Contract	**Contract**	☐	☐	Contract
	☐	☐	Bid Documents		☐	☐	Bid Documents
	☐	☐	Invoice(s)		☐	☐	Procurement Documentation
	☐	☐	Cost Analysis				
	☐	☐	Procurement Documentation				

Work to be Completed

Program Eligibility

R	S		R	S		R	S	
☐	☐	Procurement Policy	☐	☐	Lease Agreement	☐	☐	Applicable Code or Standard
☐	☐	Insurance Policy	☐	☐	Benefit/Cost Analysis (BCA)	☐	☐	Relocation Request/Justification
☐	☐	Insurance Settlement	☐	☐	50 Percent Rule Calculation	☐	☐	Mutual Aid Agreements
☐	☐	Insurance Statement of Loss	☐	☐	Design Requirements	☐	☐	406 Hazard Mitigation Proposal

Document Checklist - Category G

Other								
R	S		R	S		R	S	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	

Document Checklist - Category C

Applicant Name	FIPS#	Project Reference Number	Program Delivery Manager

General (R: required; S: Submitted)							
	R	S			R	S	
Photographs	☐	☐	Overall Facility	**Technical Reports**	☐	☐	Inspection Reports
	☐	☐	Specific Damages		☐	☐	Hydrologic and Hydraulic Study
	☐	☐	Work Complete		☐	☐	Environmental Assessment
	☐	☐	Pre-disaster		☐	☐	Historic/Archeological Survey
Regulatory Permits and Correspondence	☐	☐	Environmental Permits	**Facility/Damage Description and Dimensions**	☐	☐	Plans and/or specifications
	☐	☐	Historic Preservation		☐	☐	Maintenance Records
	☐	☐	US Corp of Engineers		☐	☐	Pre-event Inspection Reports
	☐	☐	US Fish and Wildlife		☐	☐	Overall Facility - Detailed Sketch with Dimensions
	☐	☐	National Marine Fisheries Ser.		☐	☐	Damage - Detailed Sketch with Dimensions
					☐	☐	For multiple sites along one road – Site list with GPS, damage dimensions, and road components damaged
				Direct Administrative Costs	☐	☐	Specific description of administrative task performed by individual
Maps	☐	☐	Site Location Map		☐	☐	Skill level and position description of individual performing task
	☐	☐	Flood Insurance Rate Map				
Force Account	☐	☐	Pay Policy				

Work Completed				Work to be Completed			
Force Account Labor	☐	☐	Work Orders/Activity Logs	**Force Account**	☐	☐	Applicant-developed scope of work
	☐	☐	Sample of Timesheets		☐	☐	FA Labor Estimate
	☐	☐	Fringe Benefit Calculations		☐	☐	FA Equipment Estimate
	☐	☐	FA Labor Summary		☐	☐	FA Material Estimate
Force Account Material	☐	☐	Receipts		☐	☐	Fringe Benefit Calculations
	☐	☐	Material Usage Summary		☐	☐	Historical Cost Records
Force Account Equipment	☐	☐	Equipment List		☐	☐	Unit Cost Estimate (prepared by Applicant or A/E)
	☐	☐	Usage Records				
	☐	☐	Rental Contract/Receipt				
Contract	☐	☐	Contract	**Contract**	☐	☐	Contract
	☐	☐	Bid Documents		☐	☐	Bid Documents
	☐	☐	Invoice(s)		☐	☐	Procurement Documentation
	☐	☐	Cost Analysis				
	☐	☐	Procurement Documentation				

Document Checklist - Category C

Program Eligibility								
R	**S**		**R**	**S**		**R**	**S**	
☐	☐	Procurement Policy	☐	☐	Mutual Aid Agreements	☐	☐	Rental/Purchase Cost Comparison
☐	☐	Insurance Policy	☐	☐	Donated Resources	☐	☐	Legal Authority
☐	☐	Lease Agreement	☐	☐	Certification by Federal, State, Tribal, or local government officials that a threat exists			
☐	☐	For Flood Control Works, maintenance agreements with other Federal agencies						

Other								
R	**S**		**R**	**S**		**R**	**S**	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	
☐	☐		☐	☐		☐	☐	

STAARS Vendor Self Service (VSS)

All Agencies

The VSS Portal will improve how the State of Alabama vendors do business with the State. The VSS Portal is a website that will allow vendors to manage their account information, track payments, submit invoices, sign-up for EFT payments and receive notification of bids based on their commodity codes.

In order to benefit from VSS Portal, **existing vendors will need to activate** their vendor account and new vendors will need to register an account. Vendors can visit the VSS website at https://procurement.staars.alabama.gov/ to activate or register their account. Activation and Registration Guides are posted on the VSS Portal to help vendors through the activation and registration process. Vendors can go to the vendor website for more information on activating or creating their accounts.

Vendors that need further assistance can contact the STAARS Support Desk directly at 334-353-9000 or they can email staars.support@finance.alabama.gov.

W-9 needs to be submitted when you register, if you do not see where to upload the document, you may e-mail to vendors@comptrollers.alabama.gov.

New AEMA Policy: All applicants will be required to sign up for EFT (electronic funds transfer) in the STAARS system. Instructions are located here: http://vendors.alabama.gov/faq.aspx under "Where do I add EFT Information."